



EXECUTIVE ASSISTANT

ROCKY MOUNTAIN AND SYLVAN LAKE, AB

\$60,000 TO \$80,000

On behalf of our client, Sunchild Child and Family Services (CFS), we are seeking an Executive Assistant to support their leadership team. Based on the Sunchild First Nation and Rocky Mountain House, Sylvan Lake Office, this role will also include travel to various locations in Alberta. Various engagements in the Nation to develop a deep understanding of the community this role serves. Sunchild Child and Family Services (CFS) provides both Prevention and Protection Services to ensure the well-being of Indigenous children and families. Their Prevention Services aim to keep families together within their community, minimize the risk of children and youth entering care, and support reunification after child intervention involvement. These services encompass various support mechanisms and promote cultural and traditional practices.

As the Executive Assistant at Sunchild Child and Family Services, the role supports the organization's mission by providing administrative assistance to the Executive Director and leadership team. Responsibilities include managing communication, scheduling, travel logistics, and handling sensitive information. The Executive Assistant will also organize meetings, manage correspondence, compile reports, and maintain records. As a key point of contact for stakeholders, the role ensures smooth operations, contributing to the success of Sunchild CFS and the well-being of Indigenous children and families.

Key Responsibilities

Duties and Responsibilities:

- Being the point of contact for general communications with the Executive Director
- Answering calls and routing them to the right person when necessary
- Calendar management – scheduling, prioritization, meeting preparation
- Communication management – email monitoring, fielding phone call screening, correspondence, reports, briefing notes
- Travel Management
- Coordinating travel for management and board meetings
- Ensuring attendance at conferences and communication with stakeholders
- Planning and scheduling meetings
- Researching and organizing data to represent the senior management, which may include directors, executives, and committees.
- Compiling expense reports
- Performing bookkeeping tasks
- Handling memos, reports, invoices, and related documents, including sensitive information.
- Maintaining confidential information
- Some HR duties related to administrative duties
- Screening visitors and deciding if they should be allowed to meet with the executive
- Going through the incoming documents (memos, invoices) and redistributing them.
- Office duties such as sourcing office supplies and handling the filing system.
- Handling and redistributing faxes and emails.
- Providing complete administrative support

- Managing and recording the supply needs
- Acting as a virtual assistant.

Travel Required:

- This position requires flexibility and adaptability for travel
- Travel primarily consists of Edmonton, Red Deer, Sylvan, and Calgary, with other areas in Alberta
- Some National or international travel is rare but may be required

Skills and Qualifications

- (3) years experience in an executive administrative position
- Superior understanding and application of Microsoft Office including MSExcel and Powerpoint
- Calendar Management skills
- Excellent written and verbal communication skills
- Time-management skills
- Ability to pay attention to detail
- Organization skills
- Ability to multitask
- Strong Interpersonal skills
- Indigenous Knowledge and approaches
- Cultural competencies
- Flexibility and adaptability
- Ability to travel
- Formal education in business administration

Sunchild Child and Family Services offers a competitive compensation package, including excellent benefits, extended health care (100% of premiums covered), travel allowances a retention bonus, and vacation that includes an extended shut-down over the Christmas/Winter holidays. This role provides an opportunity to support the leadership team that makes a meaningful difference to Indigenous children and families. The organization values work/life balance with a 9 am till 4pm working day.

Sunchild CFS is committed to fair hiring practices and a respectful, inclusive workplace. Applications from all qualified individuals are welcome, with accommodation available throughout the recruitment process. Preference may be given to those with relevant Indigenous knowledge and lived experience. Interested candidates should apply through MNP by sending their resumes to laise.sato@mnp.ca, avoiding direct contact with Sunchild CFS staff. Direct contact will not support your application.

